



Job Title	Assistant to Council	FLSA Status	Non-Exempt
Band	PAR	Probationary Period	12 Months
Zone	4	Job Code	17007

Class Specification – Assistant to Council

Summary Statement:

The purpose of this position is to provide complex, executive-level administrative support to the President of Council and council members. This is accomplished by maintaining expense receipts, preparing financial reconciliations, and creating expense reports; producing letters, proclamations, and resolutions for Council; assisting in the production of work session and regular Council agendas and meetings; scheduling of meetings, conference rooms, luncheons, and assisting in various Council projects. Other duties include coordinating the appointment of volunteers to Council's various boards and commissions and providing administrative support to certain boards; assisting in swearing-in ceremonies and City Council receptions for incoming and outgoing council members; gathering information for agenda items; and taking and producing minutes.

Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
50%	Perform general administrative duties for the City Council members by preparing correspondence for the Council members; maintaining schedules for calendars; producing expense reports; making travel arrangements; producing proclamations, resolutions, and letters of recommendation; and assisting with Council meetings.
10%	Prepare agendas by attending meetings and gathering information to produce the agenda.
35%	Maintain City boards and commissions database by keeping track of reappointments, expirations, and vacancies; publicizing vacancy announcements; scheduling interviews for candidates with Council members; preparing materials relating boards and commission appointments for work session and regular Council meetings; and producing letters of congratulation or regrets for applicants. Provide administrative support to certain boards by coordinating meeting logistics and responding to questions from the public.
5%	Provide assistance in preparing for ceremonies; attending meetings; organizing performing groups; researching and securing venues; purchasing supplies and gifts; and creating thank you letters.



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Competencies Required:

Human Collaboration Skills: Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

Reading: Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Technical Skills Required:

Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Associate's degree from an accredited college or university with major coursework in business administration, public administration, public relations, or related field.

Experience: Three years of full-time administrative experience, including experience in an executive support role.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.

Supervision Exercised:

Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.



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Supervision Received:

Receives General Direction: This job title normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

Fiscal Responsibility:

The job title prepares accounting, budget, employment actions, purchasing documents; and does research to justify language used in documents for a unit or division of a department. May recommend budget allocations.

Physical Demands:

Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: February 2015